

Administrative Office of the Courts

Chief Justice Michael D. Zimmerman
Chair Utah Judicial Council

Ronald W. Gibson
State Court Administrator
Myron K. March
Deputy Court Administrator

MEMORANDUM

Date: February 21, 1995
To: Clerks of Court
From: Di Wright
Subject: Alternative Dispute Resolution
CC: Assistant Clerks of Court
Court Accountants
Support Service Coordinators
Trial Court Executives
Holly Bullen
Elma Ashley
Audit Department
Finance Department

Effective Jan. 1, 1995 UCA 21-1-5 "Civil fees of the courts of record" changed to allow a portion of certain civil fees to be applied to the Dispute Resolution Fund established in UCA 78-31b-9. The civil fees collected have not increased, the amount collected is simply being distributed differently.

Due to some programming difficulties, computer changes were implemented during January and February and should now be in effect on all trial, juvenile and appellate courts systems. New codes are as follows:

<u>Court</u>	<u>Code</u>	<u>ORG</u>	<u>Acct</u>
Trial	AD	7001	1012
Juvenile	A59	7001	1012
Appellate	AD	7001	1012

Attached is a new civil fee distribution chart. Please share this information with all clerks responsible for receipting or reconciling accounting records.

New DF-55 "Revenue Distribution" forms are attached for Appellate and Secondary Trial Court locations. Please begin using these forms immediately.

Please contact me at 578-3886 if you have any questions or concerns.

CIVIL FILING FEES							
ALL FILINGS THRU SEPT. 1987	OCTOBER 1987 THRU JUNE 1990	JULY 1990 THRU JUNE 1992	JULY 1992 TO APRIL 15, 1994	APRIL 16, 1994 TO DECEMBER 1994	JANUARY 1995 TO APRIL 28, 1995	1-May-95	
<873010334	<903007304	<920009248	<940004784	<940015602	<950005127		
	\$ 5.00	\$ 5.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 37.00	
AD					\$ 1.00	\$ 1.00	
CD			\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	
CP				\$ 5.00	\$ 5.00	\$ 17.00	
JR	\$ 5.00	\$ 7.50	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
OC	\$ 10.00	\$ 7.50	\$ 3.00	\$ 3.00	\$ 2.00	\$ 15.00	
OL						\$ 2.00	
	\$ 35.00	\$ 35.00	\$ 35.00	\$ 40.00	\$ 60.00	\$ 60.00	\$ 80.00
AD					\$ 1.00	\$ 1.00	
CD			\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	
CP				\$ 20.00	\$ 20.00	\$ 40.00	
JR	\$ 5.00	\$ 7.50	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
OC	\$ 30.00	\$ 27.50	\$ 20.00	\$ 23.00	\$ 23.00	\$ 22.00	
OM						\$ 22.00	
			\$ 80.00	\$ 100.00	\$ 100.00	\$ 120.00	
AD					\$ 1.00	\$ 1.00	
CD			\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	
CP				\$ 20.00	\$ 20.00	\$ 40.00	
JR			\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
OC			\$ 63.00	\$ 63.00	\$ 62.00		
OB						\$ 62.00	

CIVIL BREAK DOWN

1987

	OC	JR
\$35.00	30.00	5.00
\$15.00	10.00	5.00

10-87

\$15.00	7.50	7.50
\$35.00	27.50	7.50

JULY 1990

\$15.00	15.00
\$35.00	20.00
	15.00

JULY 1992

CD	for	IR	OC
\$20.00	2.00	15.00	3.00
\$40.00	2.00	15.00	23.00
\$80.00	2.00	15.00	63.00

MAY 1994

	CD	JR	OC	CP
\$25.00	2.00	15.00	3.00	5.00
\$60.00	2.00	15.00	23.00	20.00

**Writ fees go under the code WT
 ** Use the code OC instead of MC

SMALL CLAIMS BREAK DOWN

OC

1987

\$15.00

15.00

SC

7-88

\$15.00

15.00

7-90

\$15.00

7.50

7.50

7-92

\$20.00

2.00

15.00

3.00

\$40.00

2.00

15.00

23.00

**Write fee go under the code WT

**Use the code OC instead of MC

Reference Only

**TRIAL COURT
CIVIL FILING FEES**

Civil Filing Fee	Total Amount	Fee		Capital Projects	Judges Retire	Childrens Defense
		Code	Amount	CP	JR	CD
Petition or Complaint - Original						
\$2,000 or less	25.00	OC	3.00	5.00	15.00	2.00
GT \$2,000 and LT \$10,000	60.00	OC	23.00	20.00	15.00	2.00
\$10,000 or more	100.00	OC	23.00	20.00	15.00	2.00
No Amount Specified	100.00	OC	23.00	20.00	15.00	2.00
Counter Claim, Cross Claim, Intervention, 3rd Party Complaint						
\$2,000 or Less	35.00	CT	0.00	20.00	15.00	0.00
GT \$2,000 and LT \$10,000	50.00	CT	13.00	20.00	15.00	2.00
\$10,000 or more	80.00	CT	43.00	20.00	15.00	2.00
Divorce or Separate Maintenance Petition	80.00	OC	63.00		15.00	2.00
Divorce or Separate Maintenance - Counter Claim or Cross Claim	60.00	CT	43.00		15.00	2.00
Petition to Modify Divorce Decree	30.00	MD	30.00			
Abstract or Transcript Judgement of Court or Agency of Utah	10.00	AB	10.00			
Vital Statistics Fee	2.00	VT	2.00			
Cohabitant Abuse Petition	25.00	CA	25.00			
Demand for Civil Jury	50.00	DJ	50.00			
Trial De Novo (Justice or Small Claims Court)	50.00	TD	33.00		15.00	2.00
Petition to Open Sealed Record	25.00	OR	25.00			
Writ of Replevin, Attachment, Execution or Garnishment	5.00	WT	5.00			
Accounting - Estate Value						
\$50,000 or Less	10.00	AC	10.00			
GT \$50,000, LT or EQ \$75,000	20.00	AC	20.00			
GT \$75,000, LT or EQ \$112,000	40.00	AC	40.00			
GT \$112,000, LT or EQ \$168,000	80.00	AC	80.00			
Greater Than \$168,000	150.00	AC	150.00			
Award of Arbitration	25.00	AR	25.00			

Civil Filing Fee	Total Amount	Fee		Capital Projects	Judges Retire	Childrens Defense
		Code	Amount	CP	JR	CD
Foreign Deposition Notice	25.00	FA	25.00			
Foreign Transcript of Judgement (from a court of another state)	25.00	FJ	25.00			
Foreign Probate or Child Custody	25.00	PC	25.00			
Judgement by confession	25.00	JC	25.00			
Judicial Document Approval (not part of a case)	25.00	JA	25.00			
Appeal, Interlocutory, Certiorari	180.00	NA	143.00	20.00	15.00	2.00
Deposit Funds	25.00	DF	3.00	5.00	15.00	2.00
\$2,000 or Less	50.00	DF	23.00	20.00	15.00	2.00
GT \$2,000 and LT \$10,000	100.00	DF	63.00	20.00	15.00	2.00
\$10,000 or more						
Petition for Expungement	50.00	EX	33.00		15.00	2.00
Copy Fees	.25/page	CF	.25/page			
Certified Copies	2.00 plus .50/page	CE CF	2.00 .50/page			
Exemplified Copies	4.00 plus .50/page	CE CF	4.00 .50/page			
Special Searches	10.00/hr	SS	10.00/hr			
Audiotape Copy	5.00	TF	5.00			
Videotape Copy	15.00	TF	15.00			
Floppy Disk Copy	15.00	TF	15.00			
Postage - Audiotape, Videotape, Floppy Disk	3.00	TF	3.00			

Revised: May 11, 1994

**TRIAL COURT
CIVIL FILING FEES**

Civil Filing Fee	Total Amount	Fee		Capital Projects	Judges Retire	Child Defense	ADR
		Code	Amount	CP	JR	CD	AD
Petition or Complaint - Original							
\$2,000 or less	25.00	OC	2.00	5.00	15.00	2.00	1.00
GT \$2,000 and LT \$10,000	60.00	OC	22.00	20.00	15.00	2.00	1.00
\$10,000 or more	100.00	OC	62.00	20.00	15.00	2.00	1.00
No Amount Specified	100.00	OC	62.00	20.00	15.00	2.00	1.00
Counter Claim, Cross Claim, Intervention, 3rd Party Complaint							
\$2,000 or Less	35.00	CT	12.00	15.00	15.00	0.00	1.00
GT \$2,000 and LT \$10,000	50.00	CT	12.00	20.00	15.00	2.00	1.00
\$10,000 or more	80.00	CT	42.00	20.00	15.00	2.00	1.00
Divorce or Separate Maintenance Petition	80.00	OC	62.00		15.00	2.00	1.00
Divorce or Separate Maintenance - Counter Claim or Cross Claim	60.00	CT	42.00		15.00	2.00	1.00
Petition to Modify Divorce Decree	30.00	MD	30.00				
Abstract or Transcript Judgement of Court or Agency of Utah	10.00	AB	10.00				
Vital Statistics Fee	2.00	VT	2.00				
Cohabitant Abuse Petition	25.00	CA	8.00		15.00	2.00	
Demand for Civil Jury	50.00	DJ	49.00				1.00
Trial De Novo (Justice or Small Claims Court)	50.00	TD	32.00		15.00	2.00	1.00
Petition to Open Sealed Record	25.00	OR	25.00				
Writ of Replevin, Attachment, Execution or Garnishment	5.00	WT	5.00				
Accounting - Estate Value							
\$50,000 or Less	10.00	AC	10.00				
GT \$50,000, LT or EQ \$75,000	20.00	AC	20.00				
GT \$75,000, LT or EQ \$112,000	40.00	AC	40.00				
GT \$112,000, LT or EQ \$168,000	80.00	AC	80.00				
Greater Than \$168,000	150.00	AC	150.00				
Award of Arbitration	25.00	AR	25.00				
Foreign Deposition Notice	25.00	FA	25.00				
Foreign Transcript of Judgement (from a court of another state)	25.00	FJ	25.00				
Foreign Probate or Child Custody	25.00	PC	25.00				
Judgement by confession	25.00	JC	25.00				

Civil Filing Fee	Total Amount	Fee		Capital Projects	Judges Retire	Child Defense	ADR
		Code	Amount	CP	JR	CD	AD
Judicial Document Approval (not part of a case)	25.00	JA	25.00				
Appeal, Interlocutory, Certiorari	180.00	NA	143.00	20.00	15.00	2.00	
Deposit Funds							
\$2,000 or Less	25.00	DF	3.00	5.00	15.00	2.00	
GT \$2,000 and LT \$10,000	60.00	DF	23.00	20.00	15.00	2.00	
\$10,000 or more	100.00	DF	63.00	20.00	15.00	2.00	
Petition for Expungement	50.00	EX	33.00		15.00	2.00	
Copy Fees	.25/page	CF	.25/pg				
Certified Copies	2.00 plus .50/page	CE CF	2.00 .50/pg				
Exemplified Copies	4.00 plus .50/page	CE CF	4.00 .50/pg				
Utah Quick Court (78-28-1)	10.00	QC	10.00				
Special Searches	10.00/hr	SS	10.00/hr				
Audiotape Copy	5.00	TF	5.00				
Videotape Copy	5.00	TF	15.00				
Floppy Disk Copy	5.00	TF	15.00				
Postage - Audiotape, Videotape, Floppy Disk	3.00	TF	3.00				

Revised: December 19, 1994

Reference Only

DB CODE CALCULATION

	FN	SL	DB
\$10	2.96	1.04	6
\$15	4.44	1.56	9
\$20	5.93	2.07	12
\$25	7.41	2.59	15
\$30	8.89	3.11	18
\$35	10.37	3.63	21
\$40	11.85	4.15	24
\$45	13.33	4.67	27
\$50	14.81	5.19	30
\$55	16.30	5.70	33
\$60	17.78	6.22	36
\$65	19.26	6.74	39
\$70	20.74	7.26	42
\$75	22.22	7.78	45
\$80	23.70	8.30	48
\$85	25.19	8.81	51
\$90	26.67	9.33	54
\$95	28.15	9.85	57
\$100	29.63	10.37	60
\$110	32.59	11.41	66
\$120	35.56	12.44	72
\$125	37.04	12.96	75
\$130	38.52	13.48	78
\$140	41.48	14.52	84
\$150	44.44	15.56	90
\$160	47.41	16.59	96
\$175	51.85	18.15	105
\$180	53.33	18.67	108
\$190	56.30	19.70	114
\$200	59.26	20.74	120
\$210	62.22	21.78	126
\$220	65.19	22.81	132

	FN	SB	DB
\$10	2.16	1.84	6
\$15	3.21	2.76	9
\$20	4.31	3.68	12
\$25	5.41	4.59	15
\$30	6.49	5.51	18
\$35	7.51	6.43	21
\$40	8.61	7.35	24
\$45	9.73	8.27	27
\$50	10.81	9.19	30
\$55	11.88	10.11	33
\$60	12.91	11.03	36
\$65	14.05	11.95	39
\$70	15.14	12.86	42
\$75	16.22	13.78	45
\$80	17.33	14.70	48
\$85	18.38	15.62	51
\$90	19.46	16.54	54
\$95	20.54	17.46	57
\$100	21.62	18.38	60
\$110	23.78	20.22	66
\$120	25.95	22.05	72
\$125	27.03	22.97	75
\$130	28.11	23.89	78
\$140	30.27	25.73	84
\$150	32.43	27.57	90
\$160	34.59	29.41	96
\$175	37.84	32.16	105
\$180	38.92	33.08	108
\$190	41.08	34.92	114
\$200	43.24	36.76	120
\$210	45.41	38.59	126
\$220	47.57	40.43	132

	FN	HE	SL	DB
\$10	1.48	1.48	1.04	6
\$15	2.22	2.22	1.56	9
\$20	2.96	2.96	2.08	12
\$25	3.70	3.70	2.60	15
\$30	4.44	4.44	3.12	18
\$35	5.19	5.19	3.62	21
\$40	5.93	5.93	4.14	24
\$45	6.67	6.67	4.66	27
\$50	7.41	7.41	5.18	30
\$55	8.15	8.15	5.70	33
\$60	8.89	8.89	6.22	36
\$65	9.63	9.63	6.74	39
\$70	10.37	10.37	7.26	42
\$75	11.11	11.11	7.78	45
\$80	11.85	11.85	8.30	48
\$85	12.59	12.59	8.82	51
\$90	13.33	13.33	9.33	54
\$95	14.07	14.07	9.85	57
\$100	14.81	14.81	10.37	60
\$110	16.30	16.30	11.41	66
\$120	17.78	17.78	12.44	72
\$125	18.52	18.52	12.96	75
\$130	19.26	19.26	13.48	78
\$140	20.74	20.74	14.52	84
\$150	22.22	22.22	15.56	90
\$160	23.70	23.70	16.60	96
\$175	25.93	25.93	18.14	105
\$180	26.67	26.67	18.66	108
\$190	28.15	28.15	19.70	114
\$200	29.63	29.63	20.74	120
\$210	31.11	31.11	21.78	126
\$220	32.59	32.59	22.82	132

	FN/CC	DB
\$10	4	6
\$15	6	9
\$20	8	12
\$25	10	15
\$30	12	18
\$35	14	21
\$40	16	24
\$45	18	27
\$50	20	30
\$55	22	33
\$60	24	36
\$65	26	39
\$70	28	42
\$75	30	45
\$80	32	48
\$85	34	51
\$90	36	54
\$95	38	57
\$100	40	60
\$110	44	66
\$120	48	72
\$125	50	75
\$130	52	78
\$140	56	84
\$150	60	90
\$160	64	96
\$175	70	105
\$180	72	108
\$190	76	114
\$200	80	120
\$210	84	126
\$220	88	132

Bal. - Five ~~four~~ = Surcharge

	OW	OF	DB
\$10			
\$15			
\$20	0	8	12
\$25	2	8	15
\$30	4	8	18
\$35	6	8	21
\$40	8	8	24
\$45	10	8	27
\$50	12	8	30
\$55	14	8	33
\$60	16	8	36
\$65	18	8	39
\$70	20	8	42
\$75	22	8	45
\$80	24	8	48
\$85	26	8	51
\$90	28	8	54
\$95	30	8	57
\$100	32	8	60
\$110	36	8	66
\$120	40	8	72
\$125	42	8	75
\$130	44	8	78
\$140	48	8	84
\$150	52	8	90
\$160	56	8	96
\$175	62	8	105
\$180	64	8	108
\$190	68	8	114
\$200	72	8	120
\$210	76	8	126
\$220	80	8	132

DISTRICT COURT

The Revenue Distribution table is the same for both Circuit and District Court even though the District Court does not use all the codes.

CONVERSION OF REVENUE DISTRIBUTION CODES

<u>OLD</u>	<u>NEW</u>	<u>DESCRIPTION</u>
BA	BF	Collection fee becomes boating fine
BC	FN	Bail City converts to FN split
BN	FN	Bail County converts to FN split
DP	SB	Substance Abuse fee converts to surcharge
DT	SB	Drug Testing fee converts to surcharge
DV	SB	Domestic Violence fee converts to surcharge
FL	FS	Fine local converts to Fine State
FT	FS	Delinquent fee to FN
IN	SB	Intox Rehab fee converts to surcharge
SF	SB	Victim surcharge to 85% surcharge
VR	SB	Victim Restitution converts to surcharge
WC	WF	Collection Fee will become wildlife Fine
WR	FS	Warrant Service fee converts to fine
WS	FS	Warrant Service fee converts to fine
DA	CD	

Note: All fee distribution codes will convert to the 85% surcharge

4/1/92

DISTRICT COURT (Continued)

NEW REVENUE DISTRIBUTION CODES

FN Fine money collected in the circuit court for violation of state criminal or traffic law or similar city or county ordinance of Class A misdemeanor or less to be split 50% with the prosecutor and 50% with the state.

SL 35% surcharge

SB 85% surcharge

Outdated

REVENUE DISTRIBUTION CODES TO BE DELETED

WR	Workroom Fee
CR	Credits
TS	Traffic School Credit
WP	Work Project Credit
OT	Other - Should now use MC

Material

for
These credit codes are no longer needed. When credit is given, the reduction goes against the revenue distribution code where the original amount is allocated. As always, credits should properly documented and if credit is given against fine, the surcharge should also be reduced proportionately.

Reference Only

HIGHER EDUCATION

Revenue Distribution codes HB, HC, HT & HU will be converted to HE.

FEE DISBURSEMENT

The Judicial Council states that when the warrant fee and bail/fine are paid in installments, the funds shall be distributed in the following priority:

- 1st 25% victim reparations assessment
- 2nd \$35.00 portion of warrant service fee to State General Fund
- 3rd \$50.00 portion of warrant service fee to the governmental entity that effected service of the warrant
- 4th outstanding bail or fine

The distribution of the fees is very important, since we are being billed by the governmental entity that effected service of the warrant. Monies are disbursed according to the computers distribution codes so it is very important that they are all entered correctly.

8/9/90

BENCH WARRANTS

Bench Warrants prior to July 1, 1988 should be distributed in the accounts receivable the following way. This will no longer split 50/50 with WR & WS. Most of these warrants should be \$50.00, or \$70.00 if a late fee was issued. The amounts distributed on these would be:

Outdated
\$50.00 WR \$50.00

If there is and FTA fee

\$70.00 WR \$70.00
Material

Bench Warrants issued since July 1, 1988, should be \$85.00, unless otherwise ordered by a judge. The amounts distributed on these would be:

\$85.00

for
WS \$50.00
WR \$25.00

Reference Only

DISTRIBUTION CODES

The following codes are the ones that are the most used:

BC	Bail Forfeiture-City
BN	Bail Forfeiture-Cnty
DP	Drug Abuse Prevention
DT	DUI Testing
DV	Domestic Violence
FF	Civil Filing Fee
FL	Fines - Local
FS	Fines - State
FT	Delinquent Fee
HE	Higher Ed/University
IN	Alc. Rehabilitation
JR	Judges Retirement
LE	P.O.S.T. Fee
MC	Miscellaneous Rev.
SF	Victim Reparations
TS	Traffic School Credit
VR	Victim Restitution
WR	Warrant Fee - State
WS	Warrant Ser. Fee Arresting Agency

BC: citation issued by Salt Lake City police officer.
 BN: citation issued by Salt Lake County
 DP: Drug fee issued on drug related criminal cases
 DT: DUI testing fee (usually \$60.00)
 DV: applies to cases such as: assault, aggravated assault, criminal mischief, burglary, criminal trespass (usually \$150.00 fee)
 FF: Civil filing fee
 FL: Salt Lake City or County Citation taken to court
 FS: citation issued by Utah Highway Patrol
 FT: Delinquent Fee
 HE: citation issued by University Police
 IN: Alcohol fee issued on DUI cases (usually \$100.00)
 JR: Judges retirement
 LE: Only used on cases prior to July 1986. All court cases issued a \$3.00 fee if fine was \$50.00 or \$6.00 on fines of \$100 or more.
 MC: Miscellaneous (only used if no account to put in)
 SF: The fee is issued on all moving violations and criminal cases
 TS: Traffic School Credit
 VR: Reparations for DUI cases (usually \$150.00)
 WR: State portion of bench warrant fee
 WS: City, County, or other agency causing persons arrest portion of bench warrant fee

VICTIM REPERATION FEE

Criminal case, if the judge ordered the SF (Victim Reperation Fee) on top of the fine enter the total fine amount on the line of FS OR FL, then you hit PF6 and that adds it on top of the fine for you. If the SF fee is included in the fine amount hit PF7 to distribute. PF9 will total the column for you. If there is a late fee (FT), merge it with the WR and WS fee. FS fee applies to the highway patrol tickets.

RE-DISTRIBUTE MONEY:

Outdated Material
You need to ignore what has already been paid on the account. Then take what the judge orders and work with that amount only. After distributing monies due then redistribute monies paid and/or credits due. Keep in mind there is always the previous distributions to the left on the screen if you forget what it said. ALWAYS VERIFY THE AMOUNTS BY HITTING PF9!!!!!! Then you may press enter.

for
Please...WHEN YOU ARE REVERSING MONEY FROM AN ACCOUNT YOU NEED TO ALWAYS PUT A NOTE IN THE NOTE FIELD OF WHY YOU ARE REVERSING. Also always watch who the payor of the check is if it is different than the name on the case, then put the payor of the check.

Reference Only

VICTIM RESTITUTION

All DUI cases have a \$100 fee added on top of the fine for Victim Restitution. In the accounts receivable this is noted with the VR initials. This money goes to a special fund to help victims of DUI cases where there is no reperation ordered thru the courts.

Victim Reperations fund is noted on the account receivable as SF. This fund is also set aside for victims that cannot get reperation thru the courts. The fee is issued on all moving violations and criminal cases. It should be applied as 25% of the fine on all cases since July of 1986. The 25% may be deducted from the total fine or added on top of the fine depending upon the judge.

On court cases where a victim is involved, restitution should be paid to the court. In some cases the judge will decide where restitution is to be paid. The other agencies have been set up to help alleviate some of the costs of victims where a case does not go to court or the defendant is sentenced to prison etc. There are restrictions on amounts and what types of claims can be re-imbursed thru these funds.

TRUST ACCOUNTS

A trust account must be set in accounts receivable before any monies can be accepted. To create accounts receivable go into PF 15 off the cashiers screen, enter the type code, whom the money is to be paid to (if known) and the amount. (See Below)

If there has already been an account of a different type code or if it is another garnishment to be added onto the case, hit PF 1 to get a new accounts receivable screen.

To accept payment if you are still in the PF 15 screen: hit PF9, then hit NEXT until you get to the correct amount enter payment information

To accept payment from the cashiers screen: hit PF 14, then hit NEXT until you get to the correct amount enter payment information

Remember, if there is more than one account receivable set (several amounts due or paid in trust), you have to hit NEXT until you get to the one you need to enter the payment on.

The following are the different type codes to be used when setting the trust accounts:

AS: Attorneys fees state
AC: Attorneys fees city
RE: Restitution
GO: Gotcha
GA: Garnishment
SC: Small Claims
OT: Other (only used if nothing else applies)
CV: Civil